



Job Opportunity

State Controller's Office

Position: Accountant I (Specialist)

Statewide

Location: Administration and Disbursements Division
300 Capitol Mall, Suite 622, Sacramento, CA 95814

Issue Date: March 12, 2007

Final Filing Date: Until Filled

Contact/Telephone:
Ana Struve, (916) 322-1921

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-120-4177-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general direction provided by the Senior Accounting Officer (Supervisor), the incumbent will be responsible for the more difficult semiprofessional accounting duties associated with the establishment and maintenance of accounts and financial records. Specific duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Analyze, research, and prepare contract/delegation and printing purchase orders for every division within the State Controller's Office (SCO). Determine and code the appropriate object code and division billing code. Make encumbrances, record information on purchase orders, run tape to verify amount on contracts and purchase orders are accurate. Obtain authorization signatures, and send confirmation of purchase encumbrance to vendor. Central management liaison for resolving purchasing questions and discrepancies.
- Process Department of General Services invoices for SCO and California Institute for Regenerative Medicine (CIRM). Receive, record, and archive invoices according to month and division billing code. Send copies of invoices to appropriate division in order to obtain payment approval. Post invoices monthly to the AS400 system and generate report for management to review for increased services and cost comparisons. Figures will be included in year-end statements.
- Receive, analyze, code and input communication invoices expenditure data into the Allotment Expenditure Ledger (AEL) for SCO. Receive, analyze, code, and input all invoices expenditure data into the AEL for CIRM. Research and respond to inquiries from internal customers and the service providers.
- Maintain Vendor Data Records (VDR's). Prepare VDR paperwork and send to appropriate vendor. Upon receipt of completed VDR's maintain vendor information in the system, and file numerically according to vendor numbers. At calendar-year-end, assist Accounting Administrator with the preparation of Internal Revenue Service W-9 tax forms for qualified vendors.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Methodically review, run tape, prepare claim schedule face sheets, and assemble all claim schedules associated with Special Funds desk.
- Special projects as required.

DESIRABLE QUALIFICATIONS

- Effective communication skills
- Good organizational and interpersonal skills
- Ability to meet deadlines
- Ability to work well with others
- Punctual and dependable

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Administration and Disbursements Division
300 Capitol Mall, Suite 622
Sacramento, CA 95814

Attn: Ana Struve

Please reference position number 051-120-4177-XXX in box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application (STD. 678).